



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

MEMORANDUM FOR RECORD

FROM: 2-ltr / MAJCOM Organization

SUBJECT: Approval of Official Travel

References: (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019" 11 March 2020
(b) Deputy Secretary of Defense Memorandum, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019" 13 March 2020
(c) Secretary of the Air Force Memorandum, "Travel Restrictions Delegation of Authority" 16 March 2020

1. I approve the following official travel in accordance with reference (c):

Name:
Purpose:
Dates:
Location:

2. I fully counseled member to take all necessary precautions including following appropriate social distancing procedures and avoiding travel through high-risk areas. Member is also aware that a 14-day self-quarantine period might be required at the completion of travel.

3. I will retain this memo on-file as documentation of approval.

NAME OF APPROVAL AUTHORITY
Rank, USAF
Organization

1st Ind

I have been counseled on the possible risks based on requirement to perform mission essential travel. I will take all necessary precautions to ensure my safety.

NAME OF MEMBER